Pittsburg Community Middle School
Student Handbook
2026-2027

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Laura Earl, Principal
Adam Hull, Assistant Principal
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Dear Pittsburg Community Middle School Families,

On behalf of the faculty and staff at Pittsburg Community Middle School, I would like to welcome you to the 2026-2027 school year. This handbook serves as a guide to our policies and procedures that reinforce The Dragon Way, which is a set of expectations for positive behavior for students, staff, and parents. As Dragons, it is important to represent our school and our community with excellence in all we do.

All information in this handbook has been created to help us realize our vision:

Every student at Pittsburg Community Middle School will have the skills needed to transition to and be successful in high school.

The handbook contains information that should be available to everyone who is associated with our school. We realize this handbook will not answer all of your questions. Please feel free to contact the office. We will be happy to assist you in any way we can.

Thank you for trusting us with your child. We are deeply honored to work with them, and with you. We look forward to working with you in the coming months. The middle school years provide unique opportunities and challenges for students, staff, and families. I invite you to partner with us to provide the best learning experience possible for your child.

Sincerely,

Laura Earl
Principal

THE DRAGON WAY

PRACTICES OF RESPONSIBLE BEHAVIOR AND EXPECTATIONS

Every citizen, both in and out of school, has rights and freedoms. At the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must correspond with the learning process. Guidelines which establish instruction for student behavior are basic building blocks for positive growth and development. It is the responsibility of the school district to teach these practices and expectations which reflect the community's beliefs about student behavior and essential life skills. Being an active leader in demonstrating by example that the Dragon Way applies to the entire USD 250 Community including the School Board, Administrators, Faculty, Staff and Students.

STUDENTS' PRACTICES AND EXPECTATIONS:

STUDENTS' EXPECTATIONS:

1. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.

2. Physical safety and protection of their person and/or property.

3. Courtesy from other students and school personnel.

4. Examination and confidentiality of their disciplinary records by the students or parents/guardians.

5. Presentation of complaints or grievances to school authorities and receiving replies from school officials concerning disciplinary matters. 6. All rights granted by the state of Kansas.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Exhibit appropriate behavior in action, speech, dress and hygiene providing a role model of responsible citizenship.

2. Be a positive member of the school community by following school rules, regulations and staff directions.

3. Exercise courtesy and reason at all times, accept just consequences, avoid reasonable appeals, and refrain from making false accusations.

4. Report bullying or any negative situation proactively to ensure other safety and avoid danger.

PARENTS'/GUARDIANS' PRACTICES AND EXPECTATIONS:

PARENTS'/GUARDIANS' EXPECTATIONS:

1. Enroll their child in classes where there are minimal disruptions to their education.
2. Expect teachers to teach and demonstrate appropriate positive behaviors and expectations.
3. Expect all disruptive behavior to be dealt with fairly, firmly, and in a timely manner.
4. Exam their child's disciplinary records upon request.
5. Address grievances to proper school authorities concerning their child and receive replies pertaining to the grievance. At the building level the Principal or Assistant Principal is the proper school authority. At the district level the Superintendent or Assistant Superintendent is the appropriate authority.

PARENTS HAVE THE RESPONSIBILITY TO:

1. Instill in their child a sense of responsibility and respect.
2. Demonstrate respect for all school personnel at school and related activities.
3. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
4. Become familiar with THE DRAGON WAY approved by the USD 250 Board of Education.
5. Aid their child in understanding THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, and the consequences/disciplinary procedures of the schools.
6. Encourage their child to follow all school regulations.
7. Inform school officials of concern pertaining to disciplinary procedures.
8. Ensure that their child is in regular attendance.
9. Instill in their child the need to learn, practice and model essential life skills taught by the schools.
10. Report bullying or negative situations proactively.

TEACHERS' RESPONSIBILITIES AND EXPECTATIONS:

TEACHERS' EXPECTATIONS:

1. Expect appropriate behavior and conduct as well as courtesy from all students.
2. Working in a safe, clean and orderly environment.

3. Assistance from building administration with students whose behavior significantly disrupts the positive learning environment.

4. Prudent action taken in emergencies to protect person or property and/or the persons or property of those in their care.

5. Expect appropriate behavior and conduct as well as courtesy from all parents, community members and visitors to our district.

TEACHERS HAVE THE RESPONSIBILITY TO:

1. Maintain a classroom environment conducive to learning, with mutual respect, trust, and appropriate discipline.

2. Build positive relationships with students, encouraging all to see themselves as worthwhile persons.

3. Assist in the administration of discipline that is necessary to maintain order throughout the school.

4. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.

5. Refer students in need of interventions to the appropriate resources.

6. Communicate with parents to inform them of students successes, as well as problems in learning or behavior.

AMINISTRATION'S RESPONSIBILITIES:

ADMINISTRATION'S RESPONSIBILITIES:

1. Administer THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, approved by the Board of Education.

2. Maintain a school climate conducive to learning, with mutual respect and trust, and with appropriate discipline.

3. Exhibit appropriate behavior in action, speech, dress and hygiene, providing a role model of responsible citizenship.

4. Direct a program of dissemination of information explaining THE DRAGON: WAY PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION to teachers, students and parents.

5. Support Staff in the implementation of THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION.

Link to Pittsburg Community Schools': The Dragon Way

How to Use this Handbook:

This handbook has two sections:

Section A – Specific Building Information

Section B – USD 250 District Information

Section A –
Specific Building Information This section provides procedures that are specific to your child's school. Discipline plans may vary from school to school.

Section B –
USD 250 District Information This section provides district-wide policies set by the Board of Education. Building and District level administration must comply with these policies when making administrative decisions.

Handbook items are listed in alphabetical order to assist you in finding policies and procedures.

Student Handbooks are also available on the district website: www.usd250.org

ACADEMIC DISHONESTY, PLAGIARISM, AND USE OF AI

Plagiarism, or any other kind of academic dishonesty, will result in an automatic one-day assignment to ISS. Students will be required to make up the work that was plagiarized. Any student found guilty of this act will also be ineligible for activities the day they are in ISS. Plagiarism, or any other kind of academic dishonesty, will result in an automatic one-day assignment to ISS. Students will be required to make up the work that was plagiarized. Any student found guilty of this act will also be ineligible for activities the day they are in ISS.

Using Artificial Intelligence to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork is strictly prohibited. If AI is suspected, more investigation will occur using technologies, including but not limited to Canvas, the Origin by ChatGPT Zero extension, and/or a committee of writing experts may be convened to render their opinion as well. If an AI is detected at 20% or higher, it will be considered cheating and/or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

ADDRESS AND CONTACT INFORMATION

Parents are required to notify the school when they have changed their new address and contact information within 10 days of the change. This is important in the event of an emergency situation.

AFTER SCHOOL

Following the end of the school day, students who walk or are picked up by parents should exit the building through the north door. Students who ride the bus should exit through the east doors. This applies to all students unless they are involved in intramurals, a special activity, or under the direct supervision of a teacher.

ALTERNATIVE LEARNING CENTER

This assignment is for chronic classroom disrupters. It is similar to FOCUS, or an in-school suspension. However, the length of time for the assignment is longer. A minimum of five days is necessary for students to fulfill their consequence. The program's objective is to remove disruptions from the regular classroom without removing disruptors from the curriculum.

BEFORE SCHOOL

Doors for students to enter are unlocked at 7 am. Students who arrive between 7 and 7:15 am should report to the cafeteria or wait in the main North lobby until 7:15. Breakfast will be served to all students in the cafeteria from 7:00- 7:45. At 7:15 students not eating breakfast or when they finish eating breakfast will sit in the gym until the 7:45 bell rings. Students are to be in their 1st-hour class at 7:50 am.

BUSSING

Students that ride the school bus will load and unload on the south side of the building. Students are expected to conduct themselves properly while a passenger on the bus. If bus rules are disobeyed, students may lose their riding privileges. Complete information on bus transportation can be found on pages B3 and B4.

BULLYING POLICY

Bullying of any type is strictly prohibited at PCMS. In USD 250 schools:

"Bullying is defined as conscious, willful, and deliberately hostile activity intended to harm, induce fear, through the threat of further aggression, and create terror. Bullying can be any intentional gesture, written, verbal, or physical act or threat that is sufficiently severe, persistent of pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: 1) Harming a student or staff member, whether physically, verbally, non-verbally, socially, or emotionally; 2) Threatening or damaging a student's or staff member's property; 3) Harming someone's group acceptance; 4) Threatening or harming a student or staff member through cyber bullying.

CELL PHONES AND ELECTRONIC DEVICES

All personal electronic devices must be turned off (or in airplane mode) and securely stored in the student's locker at all times during the school day. Section B of the handbook contains the entire district policy.

Disciplinary Consequences

Violations of this policy will result in progressive discipline:

A. First Offense- Device confiscated; returned at the end of the day

B. Second Offense- Device confiscated; parent/guardian notification required

C. Repeated Offenses- - Administrative Discretion. May result in one or more of the following: parent/guardian conference, loss of privilege to bring a device or daily check in of device, loss of dragon time, lunch detention, in-school or out-of-school suspension, ALC placement, or long-term suspension.

ACCEPTABLE USE OF ELECTRONIC DEVICES AND SOCIAL MEDIA

While individual school policies may vary regarding the privileges students may have as they pertain to cell phones and communication devices, certain restrictions and expectations apply to all USD 250

students. These restrictions and expectations apply to use or communication that is deemed to disrupt the learning environment or create a hostile environment at school, on or while utilizing school property, at school-sponsored activities or events, or while using school transportation. Student cell phones and electronic devices may be searched by administration if there is reason to believe a student has used the phone or device to engage in behavior that violates any school policy, guideline, or rule or that may violate federal or state law.

USD 250 students **may not:**

- Use electronic communication devices or social media (including, but not limited to, *Facebook, Instagram, Snapchat,* and *Twitter*) in a manner that poses a threat to academic integrity at school (such as for plagiarism, cheating, modifying district-held electronic records of grades, and similar acts of dishonesty); creates a substantial or material disruption or is reasonably forecast to create such a disruption at school, on or while utilizing school property, in school vehicles, or at a school-sponsored activities or events; endangers the safety of others or substantially impinges upon or invades the rights of others at school, on school property, or at school-sponsored activities or events.

- Possess, solicit, view, send, or share pictures or text having sexual content using the phone or device or otherwise engage in sexting while at school, on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event. *"Sexting" is defined as sending sexually explicit messages or sexually explicit photos of themselves or others*.

- Use electronic devices in a manner that is in conflict with USD 250 Anti-Bullying Policies (JDDC and corresponding handbook language) while at school, on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event.

The electronic devices include, but are not limited to, any electronic communication device, computer or applications. Students who violate this policy may be subject to disciplinary actions, up to and including, suspension and/or expulsion from school, suspension from participation in school activities; and/or losing the privileges of bringing the device onto school property and/or utilizing district-issued electronic devices. Law enforcement will be contacted regarding any conduct that appears to violate state or federal laws.

Adopted by the Board December 2012

CHECK-OUT PROCEDURE

Students are not to leave the building or school campus without permission. Students who leave the grounds must sign out in the office and be accompanied by a parent/guardian unless other arrangements have been approved in advance. Parents are requested to come to the office during this procedure. If a student is ill or needs a parent to pick them up, school personnel will contact the parent.

COUNSELING/GUIDANCE

Counseling and Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, school and/or social concerns or questions the student would like to discuss with the counselor.

Counseling services are provided at all district schools. Open communication between families and the school counselor is positive for students and their educational and social development. Parents are invited to visit with their child's counselor at any time.

Counseling services may be provided to students through classroom presentations, small group meetings, or individual sessions. Every attempt is made to provide counseling services at opportune times of the day, which are the least intrusive to the student's school day.

The content of individual counseling sessions are, at the student's request, confidential, unless it is believed that the student may harm him/herself or others; or, the counselor deems it in the best interest to release the information. In this situation, disclosure is required to prevent clear and imminent danger to the student or others.

COURSE CHANGES

Students may request a change for an Exploratory class through the counseling office. Requests will not be granted, however, after the first week of the new grading period without the approval of administration.

DELIVERIES

Deliveries to students will be prohibited. This includes but not limited flowers, candy, and balloons. Parents are still welcome to send lunch from home to school with their child. If their child forgets their lunch, parents are welcome to bring lunch from home. Parents, guardians, or parent approved contacts listed in PowerSchool may deliver food to their child. Deliveries from outside businesses are prohibited (ex. Doordash, pizza delivery, fast food delivery service, etc.).

DISCIPLINE PLAN

Student expectations should be clearly communicated to all. They should be easy to understand and should support our goal of having a safe and productive learning environment for all students and staff. We recognize that each of our students has the right to learn and be treated well while they are at school. Furthermore, we understand that children age 11 to 15 display behaviors that can sometimes interfere with a productive learning environment. When this occurs, we have to intervene and attempt to correct the behavior. The degree of that intervention will vary in accordance with the behavior and the individual. The following process is intended to provide a description of what will occur when behavior intervention is necessary.

Classroom

Each teacher is responsible for maintaining a safe and productive learning environment in their classroom. Students should be rewarded for meeting expectations. Students who don't meet expectations or interfere with the learning of others should receive the appropriate amount of intervention to correct the behavior in question. A *Student Performance Expectations* rubric will be used building-wide to assist teachers in doing this. Teachers must update the rubric in their grade books on a weekly basis. Behaviors that can be managed in the classroom will not require a rubric adjustment. Teachers can utilize a "Time Out" or "Safe Seat" within their classroom or to help them manage the room. Teachers may also send students to the Focus room if the student is disrupting the learning environment. Teachers should verbalize clear and concise expectations. Most students will comply with such parameters. However, if a teacher deems it necessary to involve school administration in the intervention process, the *Discipline Referral* form will be filled out and sent to the office.

Discipline Referral

When a referral is sent to the office, administration will determine the appropriate intervention to correct the behavior. The *Discipline Referral* form has been written purposefully. The information listed or written on the form will be used to gather data as well as inform parents of the event. All referral forms will be mailed to the student's home after the information is entered into Power School.

Student Expectations Rubric

Teachers will have the rubric in each of their grade books. Students and parents can look at their performance level in all classes through Power School. Rubrics will be updated weekly and utilized for eligibility for reward time and extracurricular activities. Students who maintain scores 3 or higher for a week will get reward time on Friday afternoon. Students who have weekly scores of a 1 in any class or category will be ineligible for extra-curricular activities during that week.

Any time a referral form is written, a rubric adjustment will be made. Students will be expected to monitor their performance in all classes by utilizing the rubric. It is our goal to get our students to understand that by following the expectations described for them on the rubric, not only with they achieve academic success, but they will also be rewarded for their performance.

Behavior Correction Consequences

A variety of strategies and/or consequences will be used to intervene when students are not meeting appropriate expectations while at school. Consequences should fit and serve the purpose of correcting the behavior. More often than not, verbal corrections or even a look in the direction of the student will be all that is necessary. Sometimes, however, further intervention is necessary. As previously mentioned, teachers can utilize a location in their classroom to assign students if necessary.

Students who have had a referral sent to school administration can receive anything from a warning discussion to suspension. Consequences will match the severity and frequency of the misconduct. The consequences most frequently used by administration are listed below;

- Warning
- Detention (before school, after school, lunch)
- Community Service
- In-School Suspension (Focus)
- Friday Night School
- Out of School Suspension
- Alternative Learning Center

Occasionally, if there is a more "Outside the Box" consequence that will be effective and appropriate, administration will utilize such with parent approval.

If a student is suspended, scheduled days of school that have been canceled will count as served Short-Term Suspension Days.

Summary

In closing, it is necessary to emphasize the importance of the Student Performance Expectations rubric for this plan to be effective. All involved; students, teachers, administration, and parents should be informed at all times as to how students are performing at school. Measuring and reporting academic achievement is necessary, and will continue. This plan will allow the reporting of attitude and effort performance separate from achievement.

DRAGON DEN

The Dragon Den is a student lounge. While in there, students can hang out, play video games, listen to music, or just relax. Time in the Dragon Den is earned by doing positive things academically and behaviorally in school. Teachers and administrators can issue Dragon Den passes.

DRAGON TIME

Students can earn weekly reward time by maintaining scores of 3 or higher in all categories of the Student Expectations Rubric. Scores must be at those levels in all classes. Dragon Time usually takes place Friday 2:30 to 3 p.m.

DRAGON TUTORING

Dragon Tutoring is a mandatory after-school program for students who are significantly behind or failing. Students may be assigned to Dragon Tutoring if they are missing work in one or more courses. Dragon Tutoring guidelines are listed below.

ATTENDANCE

- Attendance at Dragon Tutoring is mandatory.

Students will be allowed to leave Dragon Tutoring when their work that the teacher has left for them has been completed. If the work is not completed in a satisfactory manner, the Dragon Tutoring teacher will require the student to stay until it is completed properly. If assigned Dragon Tutoring, work gets turned in to the classroom teacher that is not completed in a satisfactory manner, the student will then be required to stay the next day that Dragon Tutoring is offered.

- A student will be exited from Dragon Tutoring when s/he completes all work sent by the teacher in a satisfactory manner.

ABSENCES

- Absences are excused only if the student was absent from school on the day of the assignment to the Dragon Tutoring room. All Dragon Tutoring sessions missed must be made up on the first opportunity to do so. Exceptions will not be made for any school activity.
- Consequences for an unexcused absence from Dragon Tutoring will be determined by the administration of PCMS and may include extra Dragon Tutoring sessions.

PARENT NOTIFICATION

- Parents will be notified by letter, phone, or e-mail when a student falls significantly behind and s/he is placed in the program.
- Parents will be able to track their student's grades on PowerSchool.

STUDENT RESPONSIBILITIES

- Attend the sessions they are assigned to Dragon Tutoring.
- Come to the Dragon Tutoring classes with work to complete.
- Ask the Dragon Tutoring teacher for help with assignments when needed.
- Show the Dragon Tutoring teacher the work s/he completed at the end of Dragon Tutoring class.
- Understand that if the work that is completed while you are at Dragon Tutoring is not deemed satisfactory, you will not be allowed to leave or you will be reassigned for the following Dragon Tutoring opportunity.

DRESS CODE

The administration and staff supports the wearing of clothing which is attractive, comfortable, modest, and in good taste to support a positive work environment. Personal appearance should not disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates. No hats or hoods may be worn in the school building during the school day.

Students with unusual or disrupting appearances not covered by the above may be notified by the administration and may be given an opportunity for corrective action before being returned to class. Students who are sent home to change clothes will receive an absence for that class period in which they are gone from school. Exceptions to the dress code, on special occasions, will be announced by the administration.

DRUG ABUSE POLICY

This policy is required by the 1989 amendment to the Drug-Free Schools and Communities Act, P.L. 102-226, 102 St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. Students shall not unlawfully manufacture, distribute, dispense, possess, conceal, ingest or be under the influence of any illicit drug or controlled substances on school district property or at any school activity.

"Under the influence" is defined as having any amount of illicit drugs in the person's body. Students shall not intentionally misuse legal prescriptions or over-the-counter medications or substances.

Regulations: Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, their parent or guardian, and shall be subject to the following sanctions as determined by school administration:

AT A MINIMUM FOR A FIRST OFFENSE --

A first time violator shall be subject to:

a. Parents/guardian notification.

b. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.

c. Evaluation and Counseling. (all grade levels)

d. Short-term out-of-school suspension for 10 school days. (all grade levels)

e. Suspension from all participation and attendance at school activities for 21 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action. Student will be allowed to participate after the short-term suspension. (all grade levels)

AT A MINIMUM FOR A SECOND OFFENSE or SUBSEQUENT OFFENSES,

SITUATIONS CAUSING INJURY TO OTHERS, or REFUSAL OF

First and Second Consequences--

The student shall be subject to:

D. Parents/guardian notification
E. A mandatory due process hearing for long-term suspension.
F. Automatic 10 School Day Suspension pending review of long-term out-of-school suspension. (all grade levels)
G. Suspension from participation and attendance at all student activities for one calendar year from the time when the school takes official action. (all grade levels)
H. In order to regain eligibility for activities in subsequent years, the student must show evidence that he or she has completed a chemical dependency treatment counseling program.

DRUG AND ALCOHOL COUNSELING

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardian.

A list of available programs, along with names and addresses of contact persons for the programs, are on file in school counseling offices. Parents/guardians and their child should contact the programs to determine cost and duration.

DUE PROCESS

The students who are suspended or expelled from school under the terms of this policy will be afforded a due process according to board policy.

FIGHTING

Fighting and acts of physical, verbal aggression or intimidation will not be tolerated. Students must make every effort to avoid involvement in these situations. Teachers, counselors, and administrators will assist students who report such situations to help them avoid these situations. Students who engage in fighting will be subject to suspension. Administration will evaluate the circumstances of the fight and determine the length of suspension, which could be up to 10 days on the first offense. Subsequent incidents will result in longer suspension time and possible assignment to the Alternative Learning Center. Repeated incidents may result in a long-term suspension or expulsion. Mediation of conflicts may be requested by students, teachers, counselors, or administrators. Any students involved in fighting could be placed on a No Contact Order. All fighting will be handed over to our School Resource Officer for Disorderly Conduct charges. Our SRO, along with an administrator, will be involved in the investigation, where it will be determined if further actions are deemed necessary.

GRADING & HOMEWORK

USD 250 Grading Philosophy

Grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students and parents of academic progress, and, as necessary, to improve student performance, habits, and practice.

PCMS Core Beliefs about Grading

We believe grading of student work is based on the following principles:

1) To communicate to parents what students know and are able to do in the classroom and on homework.

2) Grades are an accurate reflection of student performance based upon a variety of formal and informal assessments.

3) To ensure that all students are given sufficient opportunities to demonstrate their comprehension of a subject or course.

4) Student grades reflect individual performance of a student's progress and teachers provide meaningful feedback.

In Standards-Based Grading, student grades are scored individually based on the student's level of understanding of specific standards for each class. Scores are a representation of the individual's current level of achievement for individual standards that have been taught and assessed. Scores are not an average of daily performance scores. Any students involved in fighting could be placed on a No Contact Order. All fighting will be handed over to our School Resource Officer for Disorderly Conduct charges. Our SRO, along with an administrator, will be involved in the investigation where it will be determined if further actions are deemed necessary. Parent handbooks are provided for all students.

Homework:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of all PCMS staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades may be modified based on the students' individual needs and will meet all accommodations for students with an IEP and/or 504 Plan.

Time Frame:

Research suggests that an effective homework practice is no more than 10 minutes multiplied by the grade level. For example, 6th grade students should have no more than 60 minutes of homework a night. This is per grade level, not per class. Therefore, parents should expect PCMS students to have about one hour of homework on any given night. PCMS teachers will work in coordinating with their team of teachers to ensure that they are adhering to the best practices based on the research.

Absence from class/Makeup work:

Students will be allowed an additional day to complete work for each day they are absent. It is the student's responsibility, with cooperation from the teacher, to secure missing assignments and turn them in as quickly as possible. Adjustment to this "rule of thumb" may be necessary in special situations.

Parents are encouraged to contact the office if their student has missed any class. Teachers will send down any work that can be completed outside of class for the parents/guardians to pick up so the student may keep from getting farther behind. Parents are encouraged to arrange a time towards the end of the day to pick up the work.

STUDENT RETENTION POLICIES AND PRACTICES:

As per the policy described below, PCMS reserves the right to retain students for academic purposes:

JFB-R Promotion and Retention JFB-R -The final decision to promote or retain a student shall rest with the Principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Approved: KASB

Students may be retained if they meet two or more of the following categories:

· FastBridge scores below "proficient"

· KCA scores below "Meets Standards"

· Attendance of 10 or more unexcused absences in a school year

· Failing Grades in 2 or more of the following subjects: math, reading, science, social studies, English/language arts

Students who fail courses at PCMS:

- May possibly repeat the same grade.
- Will not receive credit for the course. This likely will affect their enrollment options in high school.
- May be required to attend remediation opportunities through after-school or summer school programs. This applies to those students who are deemed to be in danger of failing a course as well.

HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment.

Complete policies on harassment on are available on the district website, from the building principals and from the Bevan Education Center located at 510 Deill in Pittsburg.

INTERNET and COMPUTER NETWORK USE

Pittsburg Community Schools will provide internet and network access to students and staff. Such access is to be used in an educationally effective, efficient, ethical and lawful manner. The regulations listed below are intended to serve as a guide for the responsible and effective use of both the equipment and the overall system.

Regulations:

1. The use of the system must be in support of education, research, or other use as approved by the student's teacher or the administration.

2. Student use of the system is allowed only with the consent and supervision of a staff member. This shall include: a) use of the Internet or the district network; and, b) downloading, uploading and printing of information off the Internet.

3. Responsibility for the proper use and care of the equipment is that of the individual user.

4. Those using the system shall not impede the use of the system by any other user.

5. All account activity is ultimately the responsibility of the assigned owner of the account.

6. Those using the system, shall not use the system to access pornographic materials, materials that are deemed to be discriminatory or antisocial, or materials that contain vulgar language or information.

7. Language employed in the use of the system must conform to accepted district policies.

8. All users shall run only software installed and/or authorized by the building administrator. The copying of district-licensed software is strictly prohibited.

9. Students may not provide personal information such as name, address, and telephone number or communicate with someone on the system without the permission of their teacher or supervisor.

10. Users shall not use the system to harass other users or to look at or enter another computer or computing system for the purpose of unlawfully altering or accessing privileged information.

11. The district reserves the right that allows authorized personnel to review the system use and file content.

12. The administration or staff may develop and distribute additional policies that cover such things as:

- behavior in the computer room
- use of software
- materials allowed in the computer room
- procedure for reporting inappropriate sites found on the Internet
- refusal to comply with a teacher's requests

13. Students under the age of 18 must have a consent form that is signed by their parent or guardian. Students who are 18 or older must have a user consent form signed by the student on file at their school.

14. Unauthorized use of the system or violation of the regulations listed in this policy may result in disciplinary action that can include suspension of or loss of the right to access the system.

15. Pittsburg USD 250 is not responsible or liable for any claims or damages of any nature arising from the use or inability to use the Pittsburg USD 250 network system.

INTERSCHOLASTIC ATHLETIC PROGRAM

KSHSAA (Kansas State High School Activities Association) regulations require completion of an approved physical examination before a student is eligible to take part in practice sessions or to represent his/her school in interscholastic athletic contests and cheerleading.

Participation in any activity program in the Pittsburg Community Schools is a privilege. Thus, extra-curricular coaches and sponsors may enact such additional rules and regulations not related to drug and alcohol abuse having direct relationship to their programs.

Such proposed rules shall be submitted for review and approval by the board of education two months prior to the program/activity.

Parental support and involvement is vital to school success. The parent/guardian and student will be required, by their signature to acknowledge they have read all policies, rules and regulations pertaining to drug and alcohol abuse. Participation by the student will be delayed until the acknowledgment is signed and returned to the appropriate school official.

PCMS will have a weekly eligibility check. This weekly eligibility check will be conducted at 3:00 p.m. every Friday regarding student progress. Any student with an F will receive one week's probation to bring the grade to an acceptable level. If a student has one F for two weeks, that student will become

ineligible for activities until the weekly eligibility check shows improvement to an acceptable level. Any school suspension (ISS or OSS) will automatically result in ineligibility to practice or compete for the days of the suspension. Sponsors and administrators may lengthen the ineligibility if deemed appropriate.

LOCKERS

Although a locker is assigned to each student, it remains school property jointly held by the student and the principal. School personnel may, at any time, search any locker. Care should be taken to ensure confidentiality of the combination and an orderly arrangement of materials and supplies. A student may occupy only the locker to which they are assigned. Periodic inspections will occur to reinforce these expectations.

Pittsburg Community Middle School is not responsible for loss of personal items such as radios, cameras, cell phones, iPods/MP3 players, collectible cards, watches, electronic games or money which are brought to school. Leaving such items at home minimizes classroom disruption and avoids the possible loss of such items. (If such items are needed for a school activity, the student shall first obtain permission.)

LUNCH

Community Eligibility Provision: USD 250 is able to utilize Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as additional milk or juice, extra entrees, and added snacks.

Lunch will be served each school day, and will contain the necessary foods for a well-balanced meal. Students may bring lunch from home and eat it in the lunchroom. Students need to bring their home lunch to school each morning. If a student forgets their home lunch, parents may bring it to the office prior to lunch. We operate a closed lunch period for USD 250. Parents may deposit money into their student's lunch account for instances of à la carte items, extra milk, or juice. Parents will be notified of the status of their student's lunch account when the account runs negative. While USD 250 operates under CEP, alternate lunches and Free/Reduced applications will not be necessary.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be reinstated. A meal account for students paying for full- or reduced-price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative $10 to this account. Once a student's balance reaches negative $10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative $10 amount at the end of the student's career at UDS 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

MACE/PEPPER SPRAY/LASERS/FIREWORKS

Mace, pepper spray, lasers, and fireworks (and objects of that nature) are considered dangerous and are not to be inside the school building or on school property or at school activities for any reason and will be confiscated. Students may be subject to a suspension when found in possession of one of these items.

MEDICATIONS

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office.

All medication is to be brought in its original container. The medicine bottle must be clearly marked with student's name, name of the doctor, and the amount and time for the medication to be given.

All medications will be kept in the school office and will be administered only by the school nurse or their designated substitute. NO MEDICATION WILL BE KEPT IN THE CLASSROOM or WITH THE STUDENT.

All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian. If your child has any medical condition that requires special attention other than normal first aid, please contact the child's teacher and school office as soon as possible.

For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFGB	Supervision of Medications
JGFGBA	Student Self-Administration of Medications

MEDICATIONS-UNUSED

The school cannot send unused medication home with children. If you prefer, parents may stop by the nurse's station and pick it up personally. We will plan to keep leftover medications for thirty (30) days. If it has not been picked up by this time, we will dispose of it.

For medication that is needed both at home and school, please send a portion to school and keep a portion at home. Please be reminded that medications at school need to be in the original container. In most cases, your pharmacy will provide two containers at your request. We will not send it home with children; however, parents may pick it up each day.

These actions are being taken to reduce the chance that prescription medicine will be lost or get into hands of persons not authorized to take the medication. USD 250 administration believes this procedure is in the best interest of our children, and hope you understand and support it. If you have specific questions about how to handle this at your child's school, please call the principal or the school nurse.

KIDCARE CONNECTION

USD 250 and Community Health Center of Southeast Kansas (CHC/SEK) have partnered to ensure that all children in the Pittsburg Community School District have access to school-based medical, dental and mental health services. These are available regardless of a child's insurance status or income. The schedule for the KidCare Connection can be found at www.usd250.org. Calls can be directed to the clinic at: 620.249.0281

PARENT COMMUNICATION

Our mission is to cooperate with the home and community to educate students. Communication is a very important aspect of cooperation. Therefore, we will report the progress of students regularly. In addition, we will call home for special concerns and congratulations. Area television stations, radio stations and newspapers will be used to publicize student activities and accomplishments. A conference with the student's team or any individual teacher may be scheduled by calling the office.

Parents may reach a student's teacher by e-mail by using the first letter of the teacher's first name and the teacher's last name followed by @usd250.org.

SECURITY CAMERAS

Inside and outside school premises are protected and monitored twenty-four hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

SCHOOL PERSONNEL and SUPERVISION

Any and all school personnel are responsible for student supervision. Therefore, students are reminded that they are to follow any reasonable request made by school personnel.

STUDENT CODE OF CONDUCT

The first priority of USD 250 - Pittsburg Community Schools is to provide a safe and conducive learning environment for students, staff, families, and community members. The Board of Education has

adopted a Code of Student Conduct the district expects all schools to implement and all students to follow.

We encourage you to read this important information and discuss this as a family at home. Please feel free to contact your school administrators to discuss these policies or ask any questions regarding implementation.

In addition to these policies, USD 250 - Pittsburg Community Schools promotes positive expectations and provides positive supports for students through school experiences that promote kindness, compassion, and leadership. Our Student Guiding Principles of respect, honesty, responsibility, safety, and trustworthiness guide the day-to-day expectations for student interaction. We strive to create an atmosphere where all students, regardless of individual differences, are respected, accepted, and safe.

We know our students and families make every effort to support our efforts to keep schools safe and support positive emotional wellness for our students. Our community expects each school to be "A Safe School for All."

The following pages outline the high, fair, and clear principles for our community of learners in USD 250 - Pittsburg Community Schools. A strong connection exists between Social, Emotional, and Character Development, school behavior, and academic performance. Social and emotional factors relative to student success promote a healthy school. Social, Emotional, and Character Development provides a foundation for our community of learners, which positively impacts student's feelings of connectedness and confidence about their schooling and other aspects of their lives. (Please note: this is not intended to be a complete list)

1. Honesty
Truthfulness to oneself and others in both words and actions…

- I tell the truth.
- I respect the property of others.
- I do my own work.

2. Respect
Treating others as you wish to be treated...

- I am courteous.
- I try to understand the viewpoints of others.
- I display gratitude.

3. Responsibility
Doing what you are supposed to do when it needs to be done, even when no one is watching....

- I choose to make the right choices as an individual.

- I control my own behavior and emotions.
- I give my best effort in everything I do.

4. Safety
Exhibiting behaviors that keep yourself and others from danger, harm, or loss….
- I choose to ask to help or time away when I feel overwhelmed
- I will report issues that make me feel unsafe to a teacher, counselor, principal, or staff member.
- If I feel myself losing control of my emotions, I will notify the nearest adult and request help or a place to calm down.

5. Trustworthiness
Exhibiting dependable behaviors....
- I keep my promises.
- When I say I will do something, I will do it.
- You can count on me to make good choices.

SCOPE OF AUTHORITY

The provisions of this Code of Conduct apply in all situations in which students are involved, including conduct occurring:
1) On USD 250 - Pittsburg Community Schools property.
2) On district-approved and/or provided transportation and at bus stops.
3) At on-site or off-site school-sponsored activities.
4) Off-school property which is the result or cause of disruptive behavior on school grounds or behavior which poses a threat to the safety of students, staff or the learning environment.
5) On or off school property via the usage of electronic communication (including but not limited to social media) which substantially disrupts the orderly operation of the school or targets individual students or staff.

GENERAL NOTE:
The Code of Student Conduct applies at all times while students are on or about school district property, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Each principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct. Consequences for violations are outlined under each disciplinary heading in the handbook. The principal is authorized to apply a high level of consequence for serious violations of the Code even if it is the first offense. Serious offenses may be reviewed by school officials in collaboration with law enforcement to determine which offenses are appropriate for referral to local law enforcement.

After a violent student behavior, the building principal, counselor, or administrative designee will have a meaningful conversation with the impacted teacher and/or staff member to ensure the teacher, staff, and students are safe and collect information regarding the incident. If medical attention, de-escalation time, or other needs are communicated, the building principal, counselor, or administrative designee will support the students, staff, and/or teacher to ensure a safe learning environment. The meaningful conversation between the building principal, counselor, or administrative designee will occur before the student who had the violent behavior returns to class.

STUDENT DRIVERS

Middle school student drivers are not allowed to park on school grounds.

TOBACCO AND ALCOHOL USE

Smoking, drinking alcohol, chewing of tobacco products is prohibited on school property and at school sponsored activities. Possession of nicotine free vapes, nicotine gum,all oral pouches, tobacco, tobacco products, alcohol, or paraphernalia related to tobacco use such as lighters, pipes, e-cigarettes, vapes etc. are also prohibited.

AT A MINIMUM FOR A FIRST OFFENSE:

A first time violator shall be subject to:

1. Parents/guardian notification.
2. Short-term in-school suspension for 3 school days and referral to a prevention program.

AT A MINIMUM FOR A SECOND OFFENSE:

1. Parents/guardian notification.
2. Short-term in-school suspension for 5 days and recommended citation for minor in possession. Citation for minor in possession will be based on a decision by law enforcement.
3. May be put on restricted hallway procedures.

THIRD OFFENSE or SUBSEQUENT OFFENSES Administrative Discretion. May result in suspension and ALC placement or long-term suspension. Citation for minor in possession will be based on a decision by law enforcement.

TARDY POLICIES

The following guidelines will be followed for students who are tardy within the school day.

1st Tardy – Verbal Warning

2nd Tardy – Verbal Warning

3rd Tardy – Office referral which will result in after-school or lunch detention.

Beyond 3 Tardies – Parents will be notified to determine appropriate course of action.

THEFT

Theft of student, teacher, or school property will not be permitted. Violators may be responsible for payment of restitution for items not recovered or returned. Failure to pay restitution may result in a long-term suspension from school. Any student who engages in this inappropriate behavior will be subject to a short-term suspension from school. Our school resource officer will review every case.

THREATS

Threats against the school, students, or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension and/or expulsion, depending on the nature and seriousness of the threat. Law enforcement authorities may be contacted, and counseling may be required.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

No person shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours.

2. On school grounds at any other time when the school is being used by any school personnel or school group.

3. Off the school grounds at a school activity, function or event

The administration will develop regulations to deal with incidents of weapons on school grounds or at school functions in an expedient, effective manner.

Regulations:

1. **Possession of a weapon within 100 feet of a school is a felony.** When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper authorities will be used if such weapon meets the criteria for violation of local, state, or federal law:

a. The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

b. The building administrator will notify the superintendent of schools of the violation.

c. The building administrator will request a copy of the police report and a copy will be sent to the superintendent.

d. The superintendent will notify the Board of Education immediately.

2. Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.

3. The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:

a. will be given a short-term suspension

b. will be provided a due process hearing; and

c. will be given a long-term expulsion of not less than one calendar year if found guilty of possessing a weapon.

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COMPULSORY ATTENDANCE REQUIREMENTS

Under the Kansas Compulsory Attendance Statutes (KSA 72-1113), a child is required by law to attend school. If a child is inexcusably absent, then that child is truant after three consecutive unexcused school days, five unexcused school days in a semester, or seven unexcused school days in a year, whichever comes first. Should a student become truant as defined, the proper authority would be contacted.

ABSENCES

The following are reasons that may be considered excused absences: (1) personal illness, (2) health related treatment, examination, or recuperation, (3) serious illness or death of a member of the family, (4) obligatory religious observances, (5) participation in a district-approved or school sponsored activity or course, (6) absences prearranged by parents and approved by the principal, (7) students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment, and (8) A student serving a period of suspension or expulsion from the district shall not be considered an unexcused absence. All absences that do not fit into one of the previously mentioned categories would be considered an unexcused/non-verified absence. An absence of two or more hours on any school day shall be considered an absence for a significant part of the school day.

TARDIES

This policy applies to students who are tardy to school. Tardiness is defined as arriving

- after 7:50 am for the students at Pittsburg Community Middle School.
- after 8:00 am for the students at Pittsburg Community Schools' Elementary.
- after 8:10 am for the students at Pittsburg High School.

For attendance tracking purposes, three tardies equal one absence. Excessive unexcused absences are considered truancy by the state of Kansas. It is our goal to prevent violation of the Kansas State Compulsory Attendance Law (Section 72-1113, paragraph C).

Once a student has arrived at school, tardiness between classes will result in disciplinary action by the building administration.

TRUANCY

After three (3) consecutive unexcused/non-verified or five (5) unexcused/non-verified absences in a semester; or seven (7) unexcused/non-verified absences per school year, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. **After 10 absences, for any reason,** the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified, non-verified, or unexcused, becomes part of the student's attendance record.

DOCTOR'S NOTES REGARDING ABSENCES

Doctor's notes will be turned into the office within five school days of an absence. The administration may approve doctor's notes after five days if the late notes are not approved by administration the absences will be listed as unexcused or parent-verified.

MAKE-UP WORK
It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

BUILDING SAFETY

Guardian/Guest Check-In Using Remind: To improve school safety and security, school visitors and guardians will be asked to present identification, such as a driver's license, which will pass through a scanner. Parents and other volunteers who visit regularly or participate in field trips only need to do this as needed. Building staff will manually enter the information if a person doesn't have government-issued identification. Within a few seconds, the Raptor system will check a visitor's name and date of birth against a national database of registered sex offenders to ensure that offenders aren't entering a school without our knowledge. No other information from the ID will be gathered or recorded.

TRANSPORTATION RULES AND DISCIPLINE MATRIX

Pittsburg Community Schools is committed to creating a safe, positive learning environment for all our students. To ensure the safety of our students, the Transportation Department along with USD 250 has developed the following guidelines.

RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES:

1. The driver is in full charge of the bus and the students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply to the school buses.
3. Students shall ride their regularly assigned bus at all times.
4. Students must not stand or play in the roadway while waiting for the bus.
5. Students should exercise self-discipline at the bus loading area. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
6. Students who have to walk some distance along the roadway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
7. Students who have to walk some distance along the roadway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
8. Students shall not sit in the driver's seat, nor shall any student sit to the immediate left or right of the driver.
9. Each student may be assigned a seat if the bus driver requires it.
10. Students shall:
    a. Sit properly in their seats.
    b. Refrain from throwing objects in/out of the bus.
    c. Keep their hands to themselves.
    d. Be courteous to their fellow passengers.
    e. Use appropriate language.
    f. Keep the bus clean of refuse.
    g. Speak in a quiet tone of voice.

11. No student shall use tobacco, an electronic cigarette device, or strike a flame on a school bus.
12. No student shall at any time extend their head, hands, or arms out of the window while on the bus.
13. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps, or pins extending from their clothing. Also, any type of animal, except a service animal, is not permitted on the bus without the permission of the bus driver.
14. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the building administration to transport any large items (such as school projects or musical instruments).
15. Students will not be allowed to eat food items on the school bus; personal food items must be stored properly in a student's backpack.
16. No balloons are allowed on school buses at any time.
17. The school district will hold the student or parent/guardian responsible for intentional damage to school buses caused by the student. (Restitution)
18. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
19. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
20. Students must leave the bus in an orderly manner. They must not cross the roadway until given consent by the school bus driver. When boarding or leaving the bus, the students should be given the driver at all times.
21. Students must cross the roadway only in front of the school bus and never behind it.
22. It is the responsibility of the parent/guardian to inform the school of a change in arrival/dismissal location.
23. Transportation service will pick up and drop off students at a single address.
24. Students shall not perform any act which will obstruct the free passage of a school bus along It's normal course.
25. Two evacuation drills are held each school year to prepare students to recognize conditions that warrant an evacuation, to know correct procedures for each type of evacuation, and to teach students to initiate and complete an evacuation without a driver's supervision, if required. In the event of an actual emergency, bus emergency evacuation procedures will be followed.
26. Students' misconduct on a bus will be a sufficient reason to discontinue providing the bus transportation to those students involved.
27. It is the responsibility of the parent or guardian to have their student ready for pick-up approximately five minutes before the assigned pick-up time. Bus drivers will only stop and wait approximately one minute at each stop while enroute. Students will need to load within that one minute.
28. The bus driver will not allow any parent, adult, or stranger on the school bus or in a district vehicle while loading or unloading students, other than district-approved personnel.
29. Security cameras are installed on all buses. If an incident occurs on the bus, the transportation director will submit any video-recorded incident to the respective principal. The building principal will take the necessary disciplinary action.

To be consistent with all students riding the school bus, USD 250 has developed a discipline matrix. This matrix will be used to assist school administration in dealing with violations on the school bus. Students are expected to follow the guidelines to ensure a safe commute to and from school. **Behavior considered extreme by the administration or staff will be subject to the jurisdiction of the building administrator.**

BUS TRANSPORTATION DISCIPLINE MATRIX **ding the school bus is a privilege that the district offers families who meet district transportation requirements. To ens tudents enjoy a safe and pleasant ride, only those students who follow the USD 250 Bus Behavior Code will be allowed de the bus. The bus driver has jurisdiction over behavior on the bus. The building principal will determine consequenc for misbehavior.**			
		Minimum Consequence	**Maximum Consequence**
Level 1 Behaviors	• Standing up while the bus is moving. • Moving around out of the seat while the bus is moving. • Refusal to stay seated. • Throwing paper or non-threatening items. • Inappropriate yelling/noisy. • Hands or arms outside of the window. • Minor language/verbal hazing.	• Verbal warning by driver or monitor	• Student moved to the front of the bus in an assigned seat.
Level 2 Behaviors	• Horseplay-physically engaging another student without the intention of harm. • Minor defacement of school property (gum under seats, pencil marks). • Inappropriate language towards another student. • Aggressive verbal behavior. • Disrespect to bus driver or bus monitor; non-compliant. • Inappropriate displays of affection (kissing/making out, etc.). • Inappropriate use of transportation (not riding where supposed to go, etc.). • Minor Bullying or Harassment (name-calling, etc.) • Multiple offenses from Level One.	• Assigned seat designated by the Bus Driver. • Bus driver completes a pink slip and gives it to student to have signed by parent/guardian. The slip must be signed by the parent and/or guardian and building administrator to ride the bus. • Transportation staff will document the incident in PowerSchool. • Administration may contact the home regarding Level 2 disciplinary actions.	• 1-10 days of suspension from transportation (building administrator decision)
Level 3 Behaviors	• Fighting on the bus or at bus stops. • Aggressive acts of intimidation with the intent of using physical or verbal gestures toward another student, bus driver, or monitor (cussing, raising fists). • Bullying or harassment with the intent to harm mentally or physically.	• 1-10 days of suspension from transportation (building administrator decision)	• Expulsion for 186 days from school and transportation.

	● Major defacement of property (cutting, writing, altering). ● Striking bus driver or bus monitor (any physical contact). ● Tobacco, e-cigarette, drugs, or alcohol. ● Sexual harassment. ● Theft of property. ● Arson. ● Gang-related activity and affiliation. ● 3 pink slips of a Level 2 offense may lead to a Level 3 referral.		

COMMUNICATION

The district strives to keep families and community members informed of school news and activities. Our goal is to have information at your fingertips and to ensure that parents and others feel welcome to contact us with questions and concerns.

PowerSchool Messenger

Maintaining a safe and secure learning environment is a priority in the district. Parents/Guardians will receive alerts via the phone number(s) and email provided during Online Enrollment. If you need to change your contact information, please contact the school your child attends. PowerSchool Messenger is activated to notify families of cancellations, important information, and in the event there is an emergency. PowerSchool Messenger also contains a two-way communication platform that helps educators reach students and parents where they are. Parents and students over the age of 13 will be placed in PowerSchool Messenger groups based on the student's class schedule.

USD 250 WEBSITE: www.usd250.org

- Up-to-the-minute school news
- Board meeting information, briefs, and agendas
- Access to PowerSchool
- Calendars and events
- Contact Information
- Curriculum
- District Policies and Student Handbooks
- Employment information and vacancies
- Links to other education-related sites

USD 250 District Vimeo Channel: www.vimeo.com/USD250

The USD 250 District Vimeo Channel houses important informational videos, board meetings, and stories shared from the District. This channel is one of the ways the district communicates with our community and parents.

POWERSCHOOL

PowerSchool is a web-based program that allows parents/guardian access to vital information about their children quickly and accurately. They can see the results of tests and assignments as soon as they are recorded, enabling them to intervene quickly if necessary. Parents can check the latest homework assignments and offer their children help with their schoolwork. Day in and day out, PowerSchool helps parents help their children achieve their potential.

A few examples of information accessible to parents/guardians:

- Easy access to student assignments and grades
- Communication with teachers
- Track attendance in real time
- Check lunch balance

A few examples of information accessible to students:

- Access to assignments
- Information about their individual progress
- Track grades and credits

PowerSchool can be accessed from any location with an internet connection by visiting http://powerschool.usd250.org. Parents/Guardian can create an account and connect your student using the 'Access ID' and 'Access Password' that is provided by the school or can be obtained by contacting the school directly.

EMAIL

The district recognizes the use of e-mail as a vital option for contacting teachers that may not always be available due to teaching schedules. All administration, certified and clerical staff may be reached by e-mail. Typically district emails are formatted as first initial and last name, however, some staff members may be assigned a variant of this. It is best practice to use the staff directory on the USD 250 website to find a specific staff member's contact information.

E-mail example: first initial and last name: name@usd250.org

TELEPHONE

Building	Phone
George Nettels Elementary	620-235-3160
Lakeside Elementary	620-235-3140
Meadowlark Elementary	620-235-3130
Westside Elementary	620-235-3170

Pittsburg Community Middle School	620-235-3240
Pittsburg High School	620-235-3200
Board of Education Office	620-235-3100
Transportation	620-235-3190

CONTINUOUS NOTICE OF NON-DISCRIMINATION AND HARASSMENT

It is the policy of the Pittsburg Community School District to provide a positive and productive learning and working environment, free from discrimination, including discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and hiring practices. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district superintendent, Richard Proffitt, 510 Deill, Pittsburg, KS, (620) 235-3100, rproffitt@usd250.org.

The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
The district is committed to maintaining a working and learning environment free from discrimination. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building principal or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Complaints against the superintendent should be addressed to the board of education.
Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

EMERGENCY PROCEDURES

Contingency plans are in place for crisis situations in all schools throughout the district. In case of an emergency, USD 250 will use our SwiftReach system to share information with parents/guardians by phone and email. It is imperative that your contact information on file with the school district is correct so that you will receive communications regarding your child. In emergency situations, it is difficult to remain calm; however, heavy traffic and a rush of people will only lead to chaos. As requested, please listen for advice on meeting places, briefings, and updates.

EMERGENCY EVACUATIONS (Bomb threat, gas leak, etc)
If there is an emergency, the principal shall see that students are escorted to a safe place. The

principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies, as noted in the crisis plan, shall be followed.

If it is determined that no danger exists to the students' safety and if there is time remaining in the school day, school shall be resumed. Time missed for a threat to commit bodily harm will be made up.

FEES (Enrollment, Technology, and Damages)

Pittsburg Community Schools, in accordance with Kansas law and Board of Education policy, provides a free public education to all students. However, the district may charge reasonable fees to recover costs associated with materials and services that are used by or provided directly to students.

Enrollment fees are assessed annually and are approved by the Board of Education. These fees are used to help offset a portion of the costs associated with providing instructional materials and classroom resources. Such materials may include, but are not limited to:

- Textbooks and instructional resources
- Consumable materials and workbooks
- Classroom supplies and student materials
- Technology resources and support

Enrollment fees do not represent the full cost of educating a student but are intended to supplement district funding and maintain the quality of educational programs. USD 250 is committed to ensuring that all students have access to educational opportunities regardless of financial circumstances.

Enrollment Fees:

- **Elementary School:** $25.00
- **Middle School:** $35.00
- **High School:** $45.00

In alignment with district policy:

- Students who qualify for free meals under the National School Lunch Program and provide consent will have applicable enrollment fees waived.
- Students who qualify for reduced-price meals and provide consent will receive a 50% reduction in applicable enrollment fees.

Technology Fees (Pittsburg High School Only)

- $5.00 - Students who qualify for the Free Lunch Program
- $15.00 - Students who qualify for the Reduced Lunch Program
- $30.00 -Students who are full pay for the National School Service Program

Collection of Enrollment and Technology Fees:

- Online enrollment for new and returning students generally opens on July 1.
- Fees may not appear in the online system until up to 72 hours after the enrollment form is completed.
- Enrollment is not complete until all required fees are paid or payment arrangements have been made.
- Students with outstanding balances from a previous school year may be restricted from enrolling until those balances are paid in full.

- At Pittsburg High School, Chromebooks will be issued on the first day of school only to students who have completed enrollment and paid applicable fees**.**

Fees may be paid using one of the following methods:
- Online: Through the district's payment system (MySchoolBucks).
- In Person: At your student's school building or the Board of Education office.
- By Mail or Delivery: Payments may be sent to the Business Office. Partial payments are accepted. Please include your student's name(s) with all payments.

USD #250 Business Office
PO Drawer 75
Pittsburg, KS 66762-0075

Payment Plans
Families who are unable to pay the full amount may request a payment plan. Please contact the Board of Education office at (620) 235-3100 for more information.

Collection of Unpaid Fees
The district follows a consistent process for collecting unpaid fees, including fees for damages to school property, technology, or library materials:
- Fees will be assigned and invoiced through MySchoolBucks (MSB).
- Guardians will be notified of the charge and provided payment instructions.
- The district will make up to **three (3) attempts to collect payment**.
- If the balance remains unpaid after these attempts, the **account may be referred to a collections agency.**

The collection of unpaid fees process applies to:
- Damage to school property
- Technology-related fees
- Lost or damaged library materials

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Pittsburg USD 250. In accordance with FERPA, you are required to be notified of those rights, which include:
1. The right to review and inspect all of your educational records, except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if a. we have your prior written consent for disclosure; b. the information is considered "directory information" and you have not objected to the release of such information; or c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that he records are misleading, inaccurate, or otherwise in violation of your rights. This Right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 250 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD 250's policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 510 Deill, Pittsburg, Kansas.

For purposes of FERPA, USD 250 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 250 at the office of the Superintendent, 510 Deill, Pittsburg, on or before September 10 of each school year. If a refusal is not filed, USD 250 assumes that there is no obligation to the release of the designated directory information.

HEAD LICE POLICY

Students who are found to have live head lice shall be excluded from school until adequate lice treatment is complete and no live lice are found. A parent/guardian must accompany the student when they return to school. The student must then be re-examined by school personnel upon returning to make sure there are no live lice. If no live lice are found, the student may return to classes. Other students who have been in close contact may also be examined. Students are not required to be nit-free before returning to school.

IMMUNIZATION POLICY

HEALTH ASSESSMENT REQUIREMENT

All students who attend USD 250 are required to have up-to-date immunizations and booster vaccinations. It is vitally important that all students be up to date in their immunizations during the pandemic for personal health and safety and for the health and safety of others. Students will not be allowed to attend school until all immunizations are up-to-date.

USD 250 Immunization Policy:

It is required that all USD 250 students will be immunized or up-to-date with his/her immunization schedule by the first day of school. The building administrator will have the authority to exclude a student from school if their immunization record is not up-to-date.

K.S.A. 72-6261. Health tests and inoculations; definitions. As used in this act: (a) "School Board" means the board of education of a school district and the governing authority of any nonpublic school; (b) "school" means all elementary, junior high, or high schools within the state. (c) "local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside; (d) "secretary" means the secretary of the state department of health and environment; (e) "physician" means a person licensed to practice medicine and surgery.

K.S.A. 72-6262. Health tests and inoculations; certification of completion required, alternatives; duties of school boards. (a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or daycare program operated by a school, and such other

pupils as may be designated by the secretary, before admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance. (b) As an alternative to the certification required under subsection (a), a pupil shall present: (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or (2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations (c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board. (d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY

This policy was written and maintained by the technology office and the administration of Pittsburg Community Schools, USD 250, and has been approved by the Board of Education on 07/27/2020. If you have any comments regarding this policy, please contact the district technology office. Unauthorized usage of the district's computing systems and devices may involve not only the transgression of district policy but also a violation of state and federal laws. Unauthorized use is a crime and may involve criminal and civil penalties.

For the purposes of these guidelines, communication technologies include the Internet (i.e. World Wide Web (WWW)), on-line services, e-mail, other internet-related services, district-provided computers, including tablets and Chromebooks, phones, district networks, and other applicable services or technologies either now in use or implemented in the future. Communication technologies include technologies (whether or not owned by the school district) in use on school grounds or at school activities.

The technology office reserves the right to disable any account at any time, in the event of a real or perceived infraction of this policy until further notice.

STUDENT RIGHTS AND RESPONSIBILITIES

Students' use of communication technologies is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable district board policies, administrative guidelines, and operating procedures relative to the use of communication technologies. In using communication technologies, the student will follow these guidelines:

A. Students are not to use school-owned devices or resources in any way as to impede the use of other devices or services by any other user, regardless of class or group membership.

B. If any user finds another user of the system to be in violation or suspicion of violation of any rules or policies, the finding user is to notify the technology office, building administrator or classroom teacher immediately, and will not attempt to police this system on their own.
C. The sharing of accounts with friends or relatives is strictly prohibited without prior permission from the technology office.
D. The running of ANY software that was not installed by the technology office or its staff is prohibited without the prior consent of the technology office.
E. Adult material is strictly prohibited.
F. Users are responsible for all activities associated with their accounts and devices. If a user releases their password to a third party who violates system policy, the owner of the account will be held responsible.
G. Use of this system is a privilege, not a right. Severe misuse or repeated infractions will result in a temporary or permanent loss of use, and the user may be subject to other disciplinary actions.

UNACCEPTABLE AND INAPPROPRIATE USE

The following forms of use of district technology devices and services are unacceptable and inappropriate and will be considered violations of board policy and administrative guidelines. Violators may be subject to disciplinary actions, which may include the temporary or permanent loss of use of technology and even suspension. Examples of unacceptable\inappropriate use for a student include:

A. Creating, copying, knowingly distributing, or posting a computer virus or malware or other malicious software or applications.
B. Sending messages using someone else's account.
C. Sending messages that are inconsistent with district rules
D. Sending a message that is sexist, racist, or otherwise prejudicial or inflammatory.
E. Sending messages or downloading files that knowingly contain obscene language, graphics, pictures, or attached graphics files, either encoded/encrypted or un-encoded/decrypted.
F. Sending chain letter-type messages, not related to education, through email or chat.
G. Engaging in online chat sessions that are not related to school functions.
H. Using school-provided technologies for personal gain.
I. Sharing of account and/or password with others.
J. Online use of obscene, harassing, or abusive language.
K. Attempting to gain access to inappropriate websites.
L. Attempting to log in to district computer networks as a network or system administrator.
M. Accessing or attempting to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization
N. Theft or intentional destruction of district equipment.
O. Plugging in or unplugging Ethernet cables, or moving computers or printers without approval from the technology office.
P. Use district devices or systems in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

CONSEQUENCES OF UNACCEPTABLE USE
In the event that an infraction is discovered or reported, the offending user will be promptly notified and given a chance to discuss the action with the system administrator and district and/or building administration depending on the severity of the infraction.

The offending student may be temporarily barred from technology usage pending investigation. Emails provided through district email services are considered to be private information. Only under the most severe of circumstances will user email be read.

Use and Conduct on District Official Social Media Sites
Official Pittsburg Community Schools - USD 250 social media sites have been developed to strengthen the community within our school district and distribute information about events, be it photos, video, website links, or other means of communication.

Pittsburg Community Schools - USD 250 asks that those making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since some sites allow for people of any age to join. Comments are also subject to all social media sites' Terms of Use and Code of Conduct policies. Social Media users are encouraged to report the abuse of those policies to the page's "report abuse" button or by contacting Pittsburg Community Schools Communications Department at communications@usd250.org.

Pittsburg Community Schools - USD 250 reserves the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures, with the exception of fundraising opportunities of the district. Acts not in compliance can become grounds for bans from social media pages and/or other actions deemed necessary by the Pittsburg Community Schools - USD 250 Superintendent and/or USD 250 School Board. In turn, Pittsburg Community Schools - USD 250 cannot be held responsible for the information posted or provided by third-party sources.
By visiting an official Pittsburg Community Schools - USD 250 social media site, you are agreeing that you are responsible for posts and information provided by your person.

Pittsburg Community Schools - USD 250 is relieved of all responsibility pertaining to offensive, inappropriate, and malicious content posted by third-party sources.

Official Social Media Pages include, but are not limited to:
- Facebook.com/USD250
- Twitter.com/PittsburgUSD250
- Instagram.com/PittsburgUSD250
- Vimeo.com/USD250

NETWORK STORAGE USAGE

The school district provides server space for students to store files and data that are for school purposes only. Students should back up their data regularly in the event of server failure or loss of data. If a student is in need of more space, contact the technology office.

LOGS AND MONITORING

The communication technologies provided in the district are owned and monitored by the technology office, including, but not limited to, files stored or transmitted, emails, and use of terminals. The district system creates logs of most user activity. These logs can be used as evidence of unauthorized usage. The technology office may also monitor the input from any terminal, at any time, in the event of suspected unauthorized use, or use that is not consistent with district or system policy. The technology office is sworn to secrecy in the event that private information that is not in violation of policy is monitored.

PARTICIPATION IN ACTIVITIES

Participation in any activity program in the Pittsburg Community Schools is a privilege. Thus, extra-curricular coaches and sponsors may enact such additional rules and regulations not related to drug and alcohol abuse having direct relationship to their programs.

Such proposed rules shall be submitted for review and approval by the board of education two months before the program/activity.

Parental support and involvement is vital to school success. The parent/guardian and student will be required, by their signature, to acknowledge they have read all policies, rules and regulations pertaining to drug and alcohol abuse. Participation by the student will be delayed until the acknowledgement is signed and returned to the appropriate school official.

FOOD SERVICE DEPARTMENT

Elementary Schools:

Community Eligibility Provision: USD 250 is able to utilize the Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as additional milk or juice, extra entrees, and added snacks.

Breakfast Program: All students are served a free breakfast in the classroom through a federal program. Students make choices for their food items each day.

Lunch Program: Lunch will be served each school day and will contain the necessary foods for a well-balanced meal. Students may bring lunch from home and eat it in the lunchroom. Students need to
bring their home lunch to school each morning. If a student forgets their home lunch, parents may bring it to the office. We operate a closed lunch period in USD 250. If you have questions about breakfast or lunch, please contact the kitchen manager at your school. Parents may deposit money into their student's lunch account for instances of à la carte items, extra milk, or juice. Parents will be

notified about the status of student lunch accounts if funds are low. While USD 250 operates under CEP, alternate lunches and Free/Reduced applications will not be necessary.

Lunchroom Behavior: Only students who display mannerly behavior will be allowed to eat in the cafeteria. Students may be requested to eat in an alternate setting. Please visit with your child/children
concerning the behavior that is expected of them in the school lunchroom.

Lunchroom Rules

- Enter the lunch room in a quiet and calm manner.
- Use good manners at all times.
- Do not share food.
- Sit in assigned seats, if necessary.
- Report problems to the supervisor in charge.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be reinstated. A meal account for students paying for full- or reduced-price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative $10 to this account. Once a student's balance reaches negative $10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative $10 amount at the end of the student's career at USD 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

PCMS:

Community Eligibility Provision: USD 250 is able to utilize the Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as additional milk or juice, extra entrees, and added snacks.

LUNCH

Lunch will be served each school day and will contain the necessary foods for a well-balanced meal. Students may bring lunch from home and eat it in the lunchroom. Students who choose to bring a lunch from home must bring it to school each morning. If a student forgets their home lunch, parents may bring it to the office before lunch. Pittsburg Community Middle School operates a closed lunch period in USD 250. Parents may deposit money into their student's lunch account for instances of à la carte items, extra milk, or juice. Parents will be notified of the status of their student's lunch account when the account runs negative. While USD 250 operates under CEP, alternate lunches and Free/Reduced applications will not be necessary.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be

reinstated. A meal account for students paying for full- or reduced-price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative $10 to this account. Once a student's balance reaches negative $10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative $10 amount at the end of the student's career at UDS 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

PHS

Community Eligibility Provision: USD 250 is able to utilize Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as
additional milk or juice, extra entrees, and added snacks.

BREAKFAST AND LUNCH

Breakfast and Lunch are available each day. Breakfast and lunch are free to all students, regardless of income, due to the Community Eligibility Provision (CEP). Items on the à la carte line are priced separately and are cash only. Paid monies are credited to their lunch account. When the account runs low, parents are notified. Students may also bring their lunches from home.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be reinstated. A meal account for students paying for full- or reduced-price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative $10 to this account. Once a student's balance reaches negative $10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative $10 amount at the end of the student's career at UDS 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

Closed-Lunch Campus: PHS is a closed campus during lunch. The lunch period is considered a part of the class period, and any student who checks out during lunch will be counted absent for that period.

If you are interested in learning more about your child's meal program, contact the Food Service Department, Pittsburg Community Schools, 510 Deill, P.O. Drawer 75, Pittsburg, KS. Phone number-(620) 235-3100, Fax number–(620) 235-3106. Summer Warren, Food Service Director.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited

from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S W, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) USDA is an equal opportunity provider and employer.

SECTION 504

The Pittsburg Community School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instruction or services so that those students may receive free, appropriate public education. For additional information, please contact a building principal or the district office.

For this policy, a student who may be eligible within the intent of Section 504 is one who: • Is eligible to attend the district's schools under federal and Kansas law; and • Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law.
Each qualified student within the district who is eligible to receive appropriate individual services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free and appropriate public shall receive a free and appropriate public education from the district, as it is defined in Section 504 of the Rehabilitation Act.

SEVERE WEATHER/TORNADO/LIGHTNING EMERGENCIES

Severe weather means meteorological conditions are developing or present that are potentially disruptive to normal procedures and/or may develop into conditions threatening persons or property.

SUSPEND OUTDOOR ACTIVITIES for 30 minutes after the last observed lightning strike within 6 to 8 miles of activity.

Weather advice from the National Weather Service is categorized into three significant terms. These are:

1. An "Advisory" is issued when the weather is expected to disrupt normal routines but is not life-threatening.
2. A "Watch" means weather conditions are present for the development of severe weather. For a tornado watch, classrooms with shuttered windows should secure all shutters.
3. A "Warning" means severe weather conditions are occurring in your area. For a severe

thunderstorm warning, each building should be on heightened alert, ready to respond immediately if protective action is needed. For a tornado warning (when the media issues outdoor sirens or an alert), each building will take immediate protective action. No students or staff members will be allowed to leave the shelter area until the warning has expired.

During a tornado warning, each building should:

- Activate their building's crisis team.
- Make necessary verbal announcements instructing students & staff.
- Locate and be ready to use the electronic megaphone.
- Review or activate severe weather drills (model for students).
- Locate and turn on the District emergency radio (Listen to this radio for updates or instructions – communication to District should be minimal, broadcasting only vital information). Assign a Building Crisis Team member to radio duties.
- Locate and use Building radios as needed for internal instructions.
- Turn on local radio or TV for updates; listen to your NOAA weather radio.
- Take a portable radio, a crisis kit, and a cell phone (for outside calls) to the sheltered area. All students and staff proceed to designated shelter areas. All are to take protective positions and remain quiet.
- Remind staff that they are responsible for each student's accountability in their class.
- All persons should remain in a sheltered area until the "all clear" is given.
- Building administration is responsible for the accountability of every person in the building.
- School buses en route will head to the nearest school or storm shelter, as recommended by PSPTA guidelines.

SMOKE AND TOBACCO-FREE FACILITIES AND GROUNDS (applies to adults and students)

All buildings and grounds in USD 250 are declared to be tobacco-free zones. Smoking or use of tobacco products is prohibited in all school buildings and on school grounds at all times.

Interpretation: It will not be the intent of the district to prohibit **non-student** adult members of the community from smoking or using tobacco products in their personal vehicles while on school grounds.

SMOKING AND TOBACCO

Possession or use of tobacco products or paraphernalia or any vapor/electric cigarette of any form is prohibited on school property and at school-sponsored activities. Possession of tobacco, tobacco products or paraphernalia related to the use of tobacco such as lighters, matches, pipes, etc. are also prohibited.

Student Personal Electronic Device Policy (Cell Phone Use)

Purpose

To promote a safe, focused, and effective learning environment by minimizing distractions and supporting student well-being, in compliance with Kansas law.

Legal Authority
This policy is adopted in accordance with the Kansas Senate Substitute for HB 2299 (2026), which requires all public and accredited nonpublic schools to prohibit the use of personal electronic communication devices by students during the school day.

Definition of Personal Electronic Devices
Personal electronic devices include, but are not limited to:
- Cell phones/smartphones
- Smartwatches
- Tablets
- Personal laptops
- Wireless headphones/earbuds
- Messaging or communication devices

General Rule (Bell-to-Bell Prohibition)
Students shall not use personal electronic devices at any time during the school day, including:
- Instructional time
- Passing periods
- Lunch
- Recess
- Study hall

Devices must be:
- Turned off (or in airplane mode)
- Stored in a secure, non-accessible location (e.g., locker, backpack, designated storage)

This reflects the state requirement that devices be stored and inaccessible during the school day.

Permitted Use / Exceptions
Student use of personal electronic devices is permitted only under the following conditions:
- Medical Necessity
  - Documented need approved by a licensed physician
- Individualized Education Program (IEP) / Section 504 Plan
  - Device required for accommodation or accessibility
- Administrative Authorization
  - Explicit permission granted by the school administration for a specific purpose
- Emergency Situations
  - As directed by school staff
- School-Issued Devices
  - This policy does not apply to district-issued technology

Communication with Parents/Guardians
- Students may contact parents/guardians through school-approved communication methods (e.g., office phone).

- Parents/guardians should contact students through the school office during the school day.

Storage Procedures
Each school shall establish procedures for secure storage, which may include:
- Lockers
- Backpacks (not accessed during the day)
- Classroom or office storage systems
- Other site-based solutions

Kansas law allows districts flexibility in how devices are stored and enforced locally.

Prohibited Uses
Students shall not:
- Access social media during the school day on personal devices
- Use devices to record, photograph, or communicate without permission
- Circumvent storage or supervision procedures

Staff Communication Restrictions
In accordance with state law:
- Staff shall not use social media to communicate with students for official school purposes

Disciplinary Consequences
Violations of this policy will result in progressive discipline:
- First Offense- Device confiscated; returned at the end of the day
- Second Offense- Device confiscated; parent/guardian notification required
- Repeated Offenses-
  - Parent/guardian conference
  - Loss of privilege to bring a device
  - Additional disciplinary action per student handbook

Schools may adopt site-specific consequences consistent with district policy.

Implementation
- This policy applies to all students K–12
- Enforcement begins from the first bell to dismissal
- Buildings may establish procedures consistent with this policy

Districts are required to adopt and implement compliant policies statewide.

Rationale
This policy supports:
- Increased student focus and academic performance
- Improved mental health and reduced distractions
- Safer school environments

(These outcomes were cited as key reasons for the statewide law.)

Review

This policy will be reviewed annually or as required by changes in Kansas law or State Board of

Education guidance.

STUDENT PRIVACY RIGHTS

Much of the student information processed by the district is confidential, and state and federal law limits its release. USD 250 has district policies in place to ensure the students' privacy rights are protected and that district employees abide by state and federal laws. For complete information, patrons may request a copy of the district Policy IDEA – Student Privacy Policy by calling the district office at 235-3100.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students.

Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72 – 8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term

includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72 - 1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully solated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students: • Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;

- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
- Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device ;
- Any device used by a certified law enforcement officer to carry out law enforcement duties; or o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions
ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior before the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions
A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such a written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion
When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, De de-escalation techniques, and prevention techniques.

Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day of an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident.

Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flier on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review

the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data
District administration shall report ESI data to the state department of education as required.

Parents' Right to Meeting on ESI Use
After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.
For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such a meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such a student would benefit from such measures.

Local Dispute Resolution Process
If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.
The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such a complaint shall investigate such a matter, as deemed appropriate by the administrator. If the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will hare the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed
of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent.

On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action.

A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.
If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:
KASB Recommendation – 6/19; 12/13; 6/15; 6/16

USD 250 Homework School Board Policy

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom and promote academic progress. (Policy IHB)

USD 250 Homework Philosophy

Homework shall be assigned as needed to reinforce lessons introduced in the classroom and promote academic progress. Homework shall not be used as a means to discipline students.

USD 250 Core Beliefs about Homework

We believe the assignment of homework is based on the following principles:

1. Homework shall be used as an extension and/or reinforcement of what was taught and learned in the classroom.
2. The act of doing homework is considered to be important for developing independent work skills.
3. Feedback from teachers to students about homework must be constructive and given in a timely manner.
4. Similar homework guidelines should be established by the classroom teachers, at each grade level at the K-5 level and at the department level, 6-12.
5. Homework involves parents/guardians in their child's education, and the school district appreciates their support and monitoring of homework.
6. Homework may be assignments that were not finished in class or assignments assigned to be completed at home.

USD 250 Grading School Board Policy

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board. (Policy IHA)

USD 250 Grading Philosophy

Grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students and parents of academic progress, and, as necessary, to improve student performance, habits, and practice.

USD 250 Core Beliefs about Grading

We believe grading of student work is based on the following principles:

1. To communicate to parents what students know and are able to do in the classroom and on homework.

2. That grades are based upon documentation, participation, attitude, conduct, and work habits of each individual student and are given on the basis of sound measurement.
3. Grades are an accurate reflection of student performance based upon a variety of formal and informal assessments.
4. To ensure that all students are given sufficient opportunities to demonstrate their comprehension of a subject or course.
5. Similar grading guidelines should be established at each grade level at the K-5 level and at the department level, 6-12.
6. Student grades reflect individual performance of a student's progress, and teachers provide meaningful feedback.